

LOCAL EDUCATION AGENCY (LEA) CALENDAR

August

- CTE mails Final Funding Reports for funding allocation to LEAs by August 26
- Submit Final Narrative Reports due for Basic Grant projects ending June 30
- Submit Final Cash Management Reports for federal projects ending September 30 by August 18
- Submit applications for CTE State Block Grant

September

- Submit Cash Management Reports for next month's federal payments by September 18
- Submit Completion Reports for projects ending June 30 by September 30
- Submit Annual Program Evaluation results to CTE for prior year by September 30

October

- Submit Cash Management Reports for next month's federal payments by October 18
- Conduct Student Graduate Placements surveys for graduates from prior year (October through December)
- Receive 40th Day Course Enrollment reminder letter from CTE

November

- Submit electronic 40th Day Course Enrollment Reports to CTE by November 14
- Submit Final Narrative Reports due for Basic Grant Projects ending September 30
- Submit Cash Management Reports for next month's federal payments by November 18

December

- Receive 40th Day Course Enrollment Verification Reports from CTE
- Submit Cash Management Reports for next month's federal payments by December 18
- Submit Completion Reports for projects ending September 30 by December 31
- Complete Placement Surveys by December 31

January

- Submit Notification of Intent (NOI) forms by January 1
- Submit 40th Day Course Enrollment Verification Signature page(s) and electronic corrections to CTE by January 16
- Submit Midyear Narrative Reports due for Basic Grants ending June 30
- Submit Cash Management Reports for next month's federal payments by January 18

February

- Receive 100th Day Course Enrollment reminder letter from CTE
- Submit Cash Management Reports for next month's federal payments by February 18
- Receive Program Enrollment Report reminder letter from CTE
- Ensure proper Teacher Certification is in place for Current Fiscal Year by the end of February

March

- Submit electronic submission of 100th Day Course Enrollment Reports to CTE by March 6
- Submit Cash Management Reports for next month's federal payments by March 18
- Receive 100th Day Course Enrollment Verification Reports from CTE
- Receive CTE Annual Program Evaluation and Performance Measures certified letter from CTE
- Submit amendments for all projects ending June 30 by March 31

April

- Submit 100th Day Course Enrollment Verification Signature page(s) and electronic corrections to CTE by April 15
- Submit Electronic Text File for Performance Measures Placements to CTE by April 15
- Submit Online Performance Measures Placement Surveys to CTE by April 15
- Submit Placement Verification Reports by April 15
- Submit Electronic Program Enrollment Reports to CTE by April 15
- Submit Cash Management Reports for next month's federal payments by April 18

May

- Submit Final Cash Management Reports for federal projects ending June 30 by May 18
- Submit Basic Grant Application for Substantial Approval by May 31
- Receive Program Enrollment Verification Reports from CTE

June

- Submit Desk Monitoring Reports as specified by Basic Grant Specialist
- Submit Text files for Concentrators
- Submit Program Enrollment Verification Signature page(s) and electronic corrections to CTE by June 16
- Submit Final online corrections, adjustments and additions to Performance Measures Concentrators by June 23rd
- CTE closes the online system on June 23
- Submit Basic Grant Amendments for projects ending September 30 by June 30
- Final Program Enrollment Reports from CTE to be mailed June 30

July

- **CTE mails Preliminary Funding reports for funding allocation to LEAs by July 3**
- Submit Preliminary Funding Report Response to CTE by July 25 – all 40th and 100th Day Course enrollment corrections, Program enrollment corrections and 2009 Exemption Requests filed for FY2010 funding allocations
- Submit Cash Management Reports for next month's Federal payments by July 18